MN WG Supplement 1 CAPR 52-16 1 May 2003

Training

CADET PROGRAM MANUAL

CAPR 52-16, 1 April 2003 is supplemented as follows:

- 1-3a5). Added. MNWG Form 7, "Activity Notification & Permission," will be required by unit commanders for cadets younger than 18 for each activity held outside of scheduled meeting times and places listed on the unit CAPF 27. The unit commander or wing staff officer is required to notify the Wing Vice Commander using a MNWG Form 7a of all activities held outside of scheduled meeting times and places listed on the unit CAPF 27.
- 4-1h. Added. The Dave H. Matilla Fund, created by the family and friends of a long time supporter of the cadet program, is available to assist Minnesota cadets who have spent personal funds to attend National Special Activities. The following are the application procedures for receiving these funds:
- (1). Added. Funds will be dispersed on a "matching" basis. No funds will be dispersed if the cadet has received any other financial or transportation support from either Minnesota Wing, North Central Region, National Headquarters or the United States Air Force. Food and entertainment will not be reimbursed.
- (2). Added. The cadet will submit a request in a separate letter with their application for the activity to the Director of Cadet Programs prior to the Minnesota Wing Cadet Activity Selection Board stating his/her progress in the cadet program, the activity, and estimate of travel costs. The Director of Cadet Programs will submit the letter to the Wing Finance Committee within one month after the Selection Board with his/her recommendation.
- (3). Added. After the travel, the cadet requesting reimbursement must submit a detailed listing of the costs incurred for travel which must be received by the Wing Finance committee no later than 1 October of the same year the activity was attended. Include all applicable travel receipts, copies of airline tickets, etc.
- 4-2i. Added. Unit Commanders will ensure all Flight Release Officers, Cadet Orientation Pilots and Deputy Commanders of Cadets are familiar with the following procedures.
- (1). A separate flight release is required for each pilot in command (PIC), change of aircraft and/or date change.
- (2). A flight release is valid for three hours of flight time. New flight releases will be obtained for additional flight periods of three hours or less. Aircraft will be refueled and a separate CAPF 7 or 7T will be completed for each flight release.
- (3). Changing cadets on the flight does not constitute a change in crew and will not require a new flight release (CAP HQ/DO). However, the Flight Release Officer must have the names of all the cadets flying on the flight release.
- (4). As of 1 December 2001, cadet orientation flights will be logged as funded flying on the Aircraft Ops Report.
- (5). Cadet orientation flights are reimbursed using the Cadet Orientation Flight Consolidation Report (CAPF 7 or 7T). This form requires an eight digit Flight Release Number. Until the Flight Management System (FMS) assigns this number the following procedures will apply.
 - (a). The first three digits of the Flight Release Number will be the unit charter number issuing the flight release (without the MN prefix), e.g. MN017 use 017.
 - (b). The last five digits will be used by the unit to refer to the entry on the flight release form. Each unit will establish their own procedure for determining this unique number.

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(6). Submit completed CAPF 7 and 7Ts to Minnesota Wing Director of Cadet Programs. Do **not** send directly to National Headquarters. The original fuel receipt **must** be attached to the CAPF 7 or 7T. The unit or pilot that paid for the fuel will be reimbursed for the fuel by Wing Finance after approval by the Minnesota Wing Director of Cadet Programs or Chief of Staff Training.

5-6b. Attendance is restricted for cadets age 13 or younger with less than C/Staff Sergeant rank, unless they have completed the Minnesota Wing Airman Training School.

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DAVID KENAN, Maj., CAP Administrative Officer DALE E. HOIUM, Col, CAP Commander

SUMMARY OF CHANGES
References to CAPR 52-16 updated for 1 April 2003.